

Effective Date Statewide	Revision Date
Draft Date 5/24/2005	New Document

DOCUMENTS

Description:

This screen is used to record all documents submitted to the court.

Reference:

Utah Court Rule 10: Form of Pleadings and other Papers.

Overview:

Documents are entered in the document screen to record a history of filings in the case. Entering documents correctly in the documents screen effects future reports and procedures. Documents will appear in date order. Documents that have been scanned or E-Filed and available on Content Manager/VIIS will appear in color if the image is available.

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Procedure/Computer Entry

To Enter Documents:

1. From the Primary Menu select Case>Documents (F5)
2. Determine the type of document, select the appropriate radio button.
3. Verify date is the correct date the document is to be filed. This date can be manually changed if needed.

Note: Selecting the "Continue Date/Time" box will continue the date entered. This date will remain until the box is unselected, defaulting back to the current date.

The screenshot shows a software window titled "Documents" with a "Toolbox" header. The form contains the following fields and controls:

- Case:** 051000001
- Other Misdemeanor:** (selected)
- Judge:** mdurrant
- Find:** (button)
- Last Name:** SWEENEY
- Date:** 8/2/05
- Continue Date/Time:** (checkbox, unselected)
- First Name:** JEFFREY SCOTT
- Time:** 9:48
- AM/PM:** (radio buttons, AM selected)
- All Parties:** SALT LAKE COUNTY PLA (dropdown menu)
- History:**

Filed: FILED: MODIFICATION OF JUDGMENT	03/28/05
Judgment Entered - Amount \$500.00	03/28/05
Bail paid in	03/28/05
- Document:**
 - ☐ Answer
 - ☐ Motion
 - ☐ Issue
 - ☐ Protective Order
 - ☐ Order
 - ☐ Return
 - ☐ Certificate of Readiness
 - ☐ Petition to Modify
 - ☐ Notice of Appeal
 - ☐ Notice to Submit
 - ☐ Discovery Plan
 - ☒ Other
 - ☐ Jdmt Info Stmt
 - ☐ Continue Title/Data
- Title:** (text area)

At the bottom of the window are buttons for **Clear**, **Spell Check**, **Update/Delete**, **Print Barcode** (checkbox), **Enter**, and **Exit**.

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This table lists the radio buttons and the corresponding documents to be entered.

RADIO BUTTON	DOCUMENT DESCRIPTION
Answer	All answers or responses to complaints, petitions, and/or garnishment interrogatories. A warning will appear indicating the party is pro se and to attach an attorney if one exists.
Certificate of Readiness	Document informing the court of the readiness for trial or request for pre-trial.
Continue Date/Time Box	Select this box to continue the date previously entered.
Continue Title/Data Box	Select this box to continue the title and type of document previously entered.
Discovery Plan	Document filed with court 14 days after discovery and scheduling conference; must be filed 60 days after first answer is filed.
Issue	Any document which requires the judge or the clerk to issue. A drop down list box will appear with several options or you can free form type the title of the document.
Jdmt Info Stmt	Document listing identifying information such as name, address, social security number of the judgment debtor.
Motion	All documents moving the court for some action.
Notice of Appeal	Document filed in the case appealing a Court decision. **See link to Appeals for further processing**
Notice to Submit	Document notifying the clerk to submit the matter to the court for decision. When selected, box will appear asking would you like to set tracking for Taken Under Advisement for 60 days.
Order	Any document, which is a signed order and is not a protective order. When selected, boxes will appear for entry of the judge, commissioner, clerk signing the order and the date signed.
Other	Use Other for any documents that would not fall in the categories listed above, or do not have a filing fee associated with it, or is not a judgment.
Petition to Modify	Document filed in the original case to change the terms of the Decree of Divorce.

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RADIO BUTTON	DOCUMENT DESCRIPTION
Protective Order (Only active in this case type)	Any protective order, cohabitant abuse, stalking injunction, or criminal protective order document signed by a judge, commissioner, or clerk. When selected, boxes will appear for entry of the judge, commissioner, clerk signing the order and the date signed.
Return	Any return of service. When selected, boxes for the entry of the type of service, party served, Garnishee, and date of service will appear.

3. Type in the title of the document and any other necessary information.
4. Select Enter.

Note: Selecting the “**Continue Title/Data**” box will save the title and document type entered. This title will remain until the box is un-selected.

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Documents where a Filing Fee is Paid - See Cashiering

This screen is used to record the submission of legal documents that require a fee to be paid.

The following is a list of some of the documents that require a filing fee:

- Abstract
- Appeal
- Complaint
- Counter Claim
- Cross Claim
- Expungement
- Small Claims
- Writs

Documents Title:

1. From the **Cashiering > Civil Fee**. In the Civil Filing Fee screen, select the appropriate filing fees.

The screenshot shows the 'Civil Fees' window. At the top, it displays 'Case 040000001' and 'Debt Collection'. Below this, the 'Title' is 'MOUSE, MICKEY VS. MOUSE, MINNIE' and 'Judgment Disposition' is 'Multiple Judgments'. The 'Amount of Suit' is \$0 and 'Fees paid to date' is \$370.00. A 'Scroll to fee' dropdown is present. A table lists fees with descriptions and amounts:

Fee Description	Fee Amount
3RD PRTY CMPLT 10K +	105.00
3RD PRTY CMPLT LT 2K	45.00
3RD PTY CMPLT 2K-10K	75.00
ABSTRACT	40.00
ACCTG NO AMT SPECIFD	0
ACCTING 0-50K	10.00

Below the table are checkboxes for 'Government Fee (based on filing date)', 'Zero Amount', 'Proceed to Miscellaneous Copies', and 'Partial Fee Payment'. There are buttons for 'Judgments', 'Pay on Existing Fee Accounts', and 'Amount Due \$105.00'. At the bottom are buttons for 'Civil Fees', 'Paid Fees', 'Note', 'Continue', and 'Exit'.

2. If a document has been associated with that fee, the following screen will appear: The title of the document will display. If you need to change the title, select the text and type the new title.

The screenshot shows the 'Civil Fee Documents' window. It displays 'Case 040000001' and 'Debt Collection'. The 'Name' is 'MICKEY MOUSE'. The 'Filing Date' is '08/01/2005' and 'Filing Time' is '05:04 PM'. The 'Document Title' is 'Complaint 10K-MORE'. At the bottom, there is a 'Case Calendar' button, a 'Print Barcode' checkbox, and 'Enter' and 'Exit' buttons.

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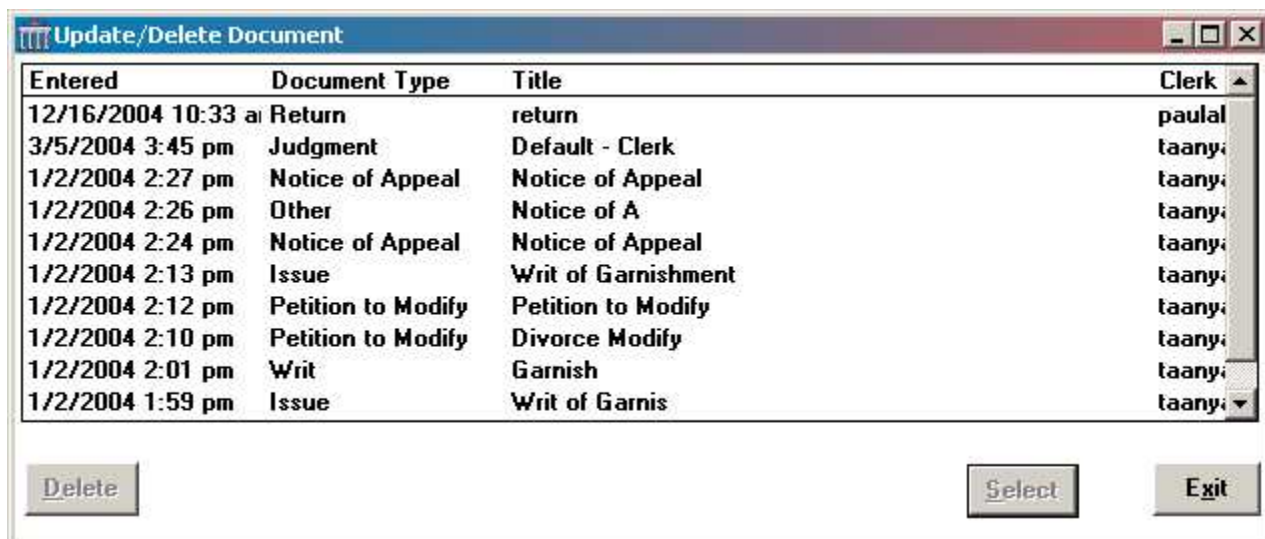
3. If you would like to calendar an event on this case, you may select **Case Calendar**, which will take you to the calendar event screen.
4. Select **Enter** when you have completed entering the information on the screen. Finish the transaction by entering the payment information.

Note: Once the document is entered from the Civil Filing fee screen, it is not necessary to go to the document screen. The document will have been recorded when you leave the screen properly. Entering the document in the document screen would create a duplicate entry.

if this is a filing with an Affidavit and Application for Waiver of Court Fees or a government filing, still use the civil filing fee screen and select the "Zero Amount" receipt option.

Update / Delete

This screen is accessed by clicking on the **Update/Delete** button on the bottom of the Document screen. It is used to delete or update a document that has previously been entered. The screen displays all existing records of documents entered for the case you have selected. *(If there is more than one screen full use the scroll bar on the right to move through the list).*



Entered	Document Type	Title	Clerk
12/16/2004 10:33 am	Return	return	paulal
3/5/2004 3:45 pm	Judgment	Default - Clerk	taanya
1/2/2004 2:27 pm	Notice of Appeal	Notice of Appeal	taanya
1/2/2004 2:26 pm	Other	Notice of A	taanya
1/2/2004 2:24 pm	Notice of Appeal	Notice of Appeal	taanya
1/2/2004 2:13 pm	Issue	Writ of Garnishment	taanya
1/2/2004 2:12 pm	Petition to Modify	Petition to Modify	taanya
1/2/2004 2:10 pm	Petition to Modify	Divorce Modify	taanya
1/2/2004 2:01 pm	Writ	Garnish	taanya
1/2/2004 1:59 pm	Issue	Writ of Garnis	taanya

Buttons: Delete, Select, Exit

1. To delete a document, highlight it >**Delete**
2. To update a document, double-click with the mouse on the document. Make changes and select **Enter** to save.
3. To leave this screen without selecting a document, **Exit**

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Helpful Hints:

Some court locations add the following information in parentheses when entering these documents:

Order: If the document is only titled “Order”, briefly read through the document to determine what the order is concerning and enter this in parentheses.

Example: Order (Hearing 2/2/2005), Order (Motion Hearing).

Appearance of Counsel/Substitution: Add in parentheses, new counsel’s name or who is substituting for prior counsel. Example: (Add ATD Jones); (Sub ATP Richards for ATP Smith).

Notice to Submit: Add a description in parentheses as to which Motion the Notice to Submit is being filed. Example: Notice to Submit (Motion to Extend Time).